

EMERGENCY HIRE APPOINTMENT FOR VACANCY AT LITTLE ROCK AFB: GS-1102-07/09/11 CONTRACT SPECIALIST.

Now taking resumes for a temporary emergency hire appointment of a contract specialist (see description of duties below) within the 314th Contracting Squadron/Office at Little Rock AFB, AR. Send resumes to address below (physical mail or e-mail). Do not forget to include transcripts of education achieved. This job has an educational requirement of at least a Bachelor Degree and 24 business hours (business hrs in your degree area count towards this 24 hrs requirement). Veterans please submit copy of DD Form 214 along with your rating from the VA if you have it. This is a temporary emergency hire appointment. Duration of employment is dependent upon availability of funds (anticipated need is for at least 6 – 9 months). Salary starting range is based on a yearly rate of \$36,822.00. Need is immediate.

The primary purpose of this position is to perform preaward and postaward functions when they are well defined and well preceded, using common contracting methods and contract types, to procure standard or specialized service; supply; and/or construction items, services, and/or materials through formal advertising and negotiation procedures using primarily firm fixed-price contracts. Procures and plans acquisitions for standard or specialized items, services, and/or construction contracts where specifications have become standardized and established competitive markets and price competition exist. Reviews requisition package for adequacy, consistency, and compliance with administrative, regulatory, and procedural requirements. Determines appropriate contract type and method of procurement. Develops solicitations and evaluates responses. Uses primarily firm fixed-price, time and materials, indefinite delivery, or similar contracts when historical and precedent data are available. Prepares recommendation for award, documenting reasons for decisions and justifying basis for award. Monitors contract performance through telephone conversations, correspondence, site visits, inspections, progress reports, and analysis of contractor metrics, for compliance with performance standards, applicable laws, delivery schedules, payment provisions, inspections, progress reports, and other requirements stated in the contract.

Send Resumes to:

314 CONS/CC1 (Mr Jesse L. Christy)
642 Thomas Avenue
Little Rock AFB AR 72099-4972

E-mail address: jesse.christy@littlerock.af.mil